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Equip & Sup.

Chief, Supply Division, Office of
Procurement and Supply
Chief, Records Management & Distribution Branch

6 January 1953
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The Establishment of Policy for Purchasing Letter and Legal-size
Filing Cabinets.

REFERENCE: Meeting of 5 January 1953 to discuss the above subject and
attended by the following:



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From a records management viewpoint, it would be highly
desirable to consider the following in establishing standards
for the procurement of legal and letter size filing cabinets:

1. Filing cabinets for use in secured areas approved
by the Office of Inspection and Security.

a. The use of standard five-drawer filing cabinets
instead of four-drawer cabinets will result in a
20% savings in floor space and considerable economies
in purchase costs; the standard cabinet will be
equipped with guide rods and each drawer will provide
24 inches of filing space. A further saving in space
and equipment costs can be achieved through the pur-
chase of letter-size cabinets instead of legal-size
cabinets for the maintenance of records. In this
connection, requisitions for legal-size cabinets
should not be honored unless the requisition
indicates that at least 20% of the record material
to be filed is of legal size.

2. Filing cabinets for use in non-secured areas and for
TS documents.

a. Purchases should be limited to a standard four-drawer,
legal, or letter size, cabinet, depending upon the size
of material to be filed. Again, requisitions for legal-
size cabinets should be justified by accompanying
certification. These cabinets will be of a standard and
type to meet the security requirements of the Agency.

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-2-

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3. Requisitions for filing cabinets that do not conform to the standards enumerated in (1) and (2) above should be coordinated with the Records Management and Distribution Branch of the Office of General Services.



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